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# INTRODUCTION

***The PASS-ROP Workbook – A Practical Guide to Completing an Electronic Renewable Operating Permit Application*** was developed by the Michigan Department of Environmental Quality (DEQ), Environmental Science and Services Division, Clean Air Assistance Program in conjunction with the Air Quality Division. The workbook is designed to help facilities who are subject to the Renewable Operating Permit (ROP) Program complete an initial application or renew their existing ROP electronically using the PASS-ROP software.

The workbook takes the reader step-by-step through the ROP application. Each chapter of the workbook leads the reader through a different step of the application and submittal process. Chapters 1 through 3 examine some of the preliminary issues associated with the ROP Program and PASS-ROP software. These chapters provide important background information pertaining to understanding important terms, using the software, and becoming familiar with the form organization and structure. Chapters 4 through 11 provide an overview and completion instructions for each of the ROP application forms. Each of these chapters pertain to a different form and are arranged in the order in which the forms should be completed. Chapter 12 pertains to submitting the ROP application and provides detailed instructions on how to run the Completeness Check, complete the C-001 form, and submit the application electronically. Chapter 13 explains how to amend an application.

For questions or concerns regarding this workbook or for any information regarding the ROP Program, please contact the Clean Air Assistance Program at (800) 662-9278. This workbook may be accessed on the Internet at [www.michigan.gov/deqair](http://www.michigan.gov/deqair) (select “Clean Air Assistance” then “Renewable Operating Permit (ROP) Program”).

**Note:** *This workbook provides instructions for completing an ROP application for initial submittals and renewals. This document does not address how to revise your ROP after a change has been made at your facility. For more information on this topic refer to the “Life After ROP – Renewable Operating Permit Reporting and Revisions Workbook” (see the Internet address above) or AQD’s Operational Memorandum No. 2 (go to [www.michigan.gov/deqair](http://www.michigan.gov/deqair) and select “Laws and Rules” then “Air Quality Division Operational Memorandums”).*

